

MILE HIGH AREA SERVICE COMMITTEE
DECEMBER 5, 2004 2:00 P.M.
1212 MARIPOSA

1. Opening prayer/reading of sixth concept of service/selection from Public Information
2. Roll call 15 groups present.
3. Welcome of new GRS's, GSRA's Bob from early birds.
4. Approval of minutes. Minutes from November were passed.
5. Treasurers opening report. \$954.94.
6. Administrative Officers Reports

#Chair

MILE HIGH AREA OF NATCOTICS ANONYMOUS –CHAIR REPORT 12-5-2004

This month I received an inquiry concerning a meeting that had put out a flyer that violated our traditions. I attended this meeting, spoke with the trusted servants, and the flyer has been discontinued. Hopefully there will be a new and improved flyer in the future as it is a good meeting and was well attended.

I also attended the Phoneline training session, activities meeting, and part of the H&I meeting. The training event was well attended and I do hope our subcommittees received more volunteers for their committees.

Yesterday I attended the Guideline Ad Hoc meeting. Currently the Literature guidelines are being reviewed. Good progress was made yesterday with another meeting scheduled.

I would like to wish everyone a peaceful holiday season. Our next meeting will be January 2, 2004 at 2:pm at 1212 Mariposa.

In loving Service,

Joann D.

MHASC Chair

Vice Chair

MHASC Vice Chair Report December 5, 2004

I did attend the Service Committee meeting on November 14th at 6750 Carr St. I worked with Activities on the December 11th Unity Meeting and attended the H&I Subcommittee Meeting. If there are Subcommittees who would like my assistance or input, feel free to let me know, as that is my duty as Vice Chair.

I have been working on the Literature Guidelines. I am submitting a separate report from the Guidelines Ad-Hoc Subcommittee.

I have done nothing towards writing Training Guidelines with Carl.

Thank you for letting me be of service.

Dan A

Report of the Secretary

Larry D.
Sec. December 5, 2004
1212 Mariposa
Report of the Secretary

All is well with me. I hope everyone is having a good holiday season. I attended the Thanksgiving Party at JFT. Had a great time and met many new people. I want to thank everyone that uses email to send me their reports; it makes things a lot easier.

In this holiday season, I want to thank all the GSR's and the members of the executive committee for all the hard work you do. Being of service is so vital to our recovery.

I need all reports to me by 12-12-04 if you want them in the minutes.

I will be passing around a sheet for every to update me on their name, address, email and phone number.

Again my email address is scottandlarry@scottandlarry.com

And my phone is 303.832.7003

Humbly yours

#RCM1

Next region will be Jan. 9th in Pueblo @ 10:00 am. At the Holiday Inn 4001 N. Elizabeth. Beginning Balance before Donations \$2496.41 \$2499.59, 1652.52, 947.07 outgoing, 103.18, area groups 986.90.

R.D.

Guidelines for outreach. Rocky Mountain Zonal Forum: Dec. 10-11 at Windsor Super 8. Montana, Wyoming, Utah and Colorado regions.

Web Servant

Family request are down getting request for specific substance abuse and responding accordingly. Sent books to Limon Correctional.

C.R.C.N.A

506 Registered. 25 H&I 23 new comers, \$824 newcomer donations, 575 newcomer registrations, and 249 will be sued to buy books for next year.

Boulder

Activities Chair running group starting alternating Sat. & Sun. new years eve marathon meetings. 70% increase in calls since PSA's

Off the wall

H&I open. Larimer Women's finally going on, finally working their issues within their area out.

Southern

Meeting once a month instead of every other month.

Trinidad prison trying the country jail 2 new groups started Alamosa and they have 2 NA meeting in Trinidad, info will be on the web for these meetings. Peace of Freedom Thurs. 7pm, 811 main st. in Alamosa. Road to Golden Recovery 1600 24th St. in Pueblo, tues. 6:30.

OutReach

Serenity Unlimited organization problems, Mountain's west in the works still addicts showing up and no meeting continuing to work on reaching out to this area have a copy of outreach guidelines.

P&I Chair \$ H&I Chair subcommittees still open talk to P&I & H&I subcommittee meetings before next Regional meeting will have more info.

Lit. Resource Person Brad K.

Prudent Reserve AD Hoc

1st meeting next couple of weeks. Have last two years of treasurer reports to discuss and go over if prudent reserve needed and to discuss funds and set up an annual budget. Outreach guideline will be at the regional assembly for approval, but have a copy for review.

Dominican Republic Has NA meetings.

No CRCNA Treasurer Report.

CRCNA nominations, Neal H. Chair. Alan H. Vice Chair, Treasurer Johann M., Secretary for CRCNA is open. Jan 8th 11:00 am Englewood Public Library.

Proposal for Pikes Peak \$1035.60 for H&I withdrawn until Jan. 9th. Due to Region funds. Letter from Professional's thanking us for our services.

Ending Treasurer \$1652.52, Beginning Balance 2496.41 outgoing 947.07, area group donations 986.90. 4000 donated to world annually.

Jason & Brad.

7. Sub-Committee Reports

#Activities Ellis not present Vickie Vice Chair gave oral report

Purpose and Scope

To carry a clear NA message, provide recovery-based entertainment, fun, food and an atmosphere safe for the recovering person to enjoy his/her self.

Date and Time. Saturday December 11, 2004 beginning at 8:00 pm. End time TBD.

Place 8085 E. Hampden Church.

Recovery—It is this subcommittee's goal to coordinate an area-wide, Open Unity meeting, where addicts from all over the Mile High area can gather in one meeting and share their experience, strength and hope. By carrying a clear message of recovery as expressed by Narcotic Anonymous and exposing some of the addicts who don't make it

to may different meetings to one another this will hopefully bring about an even greater sense of unity within our Area. This will be both entertaining and great for our recovery.

ENTERTAINMENT—thee will be a 50/50 raffle and a dance to follow the Meeting. The raffle gives an addict the opportunity to purchase a ticket and at the end of the raffle a name will be drawn and that lucky addict will split the pot with the area.

--Again a D.J. has committed to providing his service at no charge. He is an NA member.

--It is hope of this subcommittee to be able to give gifts to the children in attendance.

--Clean party games for the big and little people.

Food and Beverages—Chicken Tender Strips/Taquitos combo meals. Will be available at a price of \$3.00. The combo meal will consist of 2 chicken strips/Taquitos. Fries. Chips and 1 soda.

Cost \$300.

Ellis S. & Vickie

#CRCNA No report

H & I

12-5-04

H & I

2nd Sunday of the month, 6750 Carr, 5-7pm

Thirteen new visitors were in attendance at last months meeting, 11 of which sat through the H & I training/orientation. I'm overseeing the follow up with these new volunteers in order to find them a facility to serve at. We filled the vacant panel coordinator position at the Havens. Several projects underway at the H & I subcommittee; Jay M. working with Krys to start a traditions/concepts study in January 05'. Lou S. is working with the activities chair, Ellis, to coordinate a joint H & I training/social event February 05', possibly for Valentines. And Marilou is working with Krys to edit/update the H & I content on the NA Colorado web site. We have asked Jason to address next month's subcommittee to tell us more about the regional H & I chair position that is vacant. New language was submitted today for Adopt a meeting.

Ed Azar

(home) 303-791-5036

(cell) 303-349-0318

email: azar@att.net

#Literature Report for December 2004, Tom C.

Beg. Balance 3659.76. No order placed today. I herby give my 2-month notice to fulfill my 1-year commitment. I did take this on again in June but unable to commit to June.

I will do a complete inventory with next literature chair and be available for any ordering questions. & Turn in a past history for Archives. Be attending the guideline meeting Dec.

18th. The storage unit can be paid on monthly basis \$18.00 will cover Dec. to Jan 1st.; the new chair is to determine the new storage location.

Literature sales today \$1062.31 Balance 4722.07.

An order will be placed after a sales inventory has been completed. Copies \$7.98 Kinko's.

#Outreach

The projected budget for 1st quarter 2005 is \$25.00/month for mail and copies. It has not Nov (12/05), 2004, Monthly Report for Mile High Area Outreach Committee

The Outreach Subcommittee meets on the second Sunday of the month at 6:00pm, 6750 Carr St.

We received fifteen letters this month, responded with fifteen letters. All letters were answered within one month.

There were two meeting on wheels meeting this month that was taken care of by the home group; we have a volunteer coordinator for this effort and will be training him soon.

Adopt a Meeting summary:

There was no activity this month.

We participated in the training workshop, Nov. 14th, which resulted in a lot of new correspondence volunteers and a new subcommittee member.

We continue to develop a work plan. changed from the last quarter
Teresa K.

Phone Line Jeff L.

Meeting location and time: 6750 Carr St. 2nd Sunday of each month at 5:30pm

Report: We met on Sunday Nov.14th, 2004 for our combined service training event I feel that it went very well, all phone line shifts have been filled a very big thank you to all that volunteered for these positions and also to all GSR's for getting the word out, again thank you. We are still in need of a vice chair for our committee so if this could be announced at meetings it's is as always very much appreciated other wise all seems to be going well all shifts are being covered as my phone hasn't been ringing other than new shift volunteers calling to ask questions which is great. It was asked of me at our last area meeting about adding the information about time and location of area meetings to our 832-drug line information I dropped the ball and didn't get this done for this month but will make sure to for future area meetings.

Thank you for your support Jeff L. Phone Line Chair

#Public Information Brian M.

The next Pi subcommittee meeting is scheduled for December 13, 2004. It will be held at 2290 S. Clayton St. from 7-8pm. This location and time follow the Monday meeting; Take the Highway @ St. Mary's Church in the basement. Entry is on the south side of the building, down the steps.

*One subcommittee meeting has been held since the last meeting of the area. At this meeting, which the minutes have been provided to the area secretary, our sub committee continued to formulate ideas for future PI activities and plans our upcoming events. We are also looking for a Vice Chairperson: anyone interested should attend our next subcommittee meeting.

PI Second Quarter Aspirations

- The IP distribution project is in full swing. So far 12 IP racks have been situated in the community. We will continue to restock those already in place as well as furnishing new facilities with these racks. Locations so far covered, Parker Valley Hope, Peer One, A.R.T.S., Denver health, Denver Health 4E, Craig Hospital, Synergy Treatment, (2 other Methadone Clinics), DU counseling center, Porter Hospital, West Pines.
- To continue coordinating our efforts with the appropriate other subcommittees with in the Mile High Area Service Committee.
Trying to be of service.
Brian M.

#Training, Carl no report.

#Website

Mile High Area Web Committee Report December 5 2004

I have provided the 800 area and 250 regional meeting lists. Please take only what you think you will need. I have also provided

Tasks completed in the last month.

- Currently there are no new tasks

Outstanding issues are

- Update the area web sites meta tags to improve the search ability of our site. Currently the search only finds the regional site.
- Contact the WSO to see if there is a way to update the world sight in a batch format
- I will be hosting the annual web site inventory at the first scheduled subcommittee meetings for the New Year located on Carr St.

In Loving Service

Krys G

8. Old business
Guideline Ad-Hoc

Guidelines Ad-Hoc Subcommittee Report December 5, 2004

The Guidelines Ad-Hoc Subcommittee met yesterday, December 4 at 8085 East Hampden Ave. at 1:00 P.M. to continue with the Literature Subcommittee Guidelines. Myself, Teresa K. and Joann D. attended the meeting. We have made significant progress with the Literature Guidelines, with thanks to Jason, who secured a *Handbook for NA Literature Committee* from the WSC.

It is my responsibility to report to this body that we have written many new procedures into these Guidelines and I would like to share the additions with you at this time. Many have been “unofficially” a part of the Literature Subcommittee, but we feel that it is imperative to have them a part of the official Guidelines.

The first major addition is the following. This is directly from the *Handbook for NA Literature Committee*:

II. Functions of the Subcommittee:

- A) Maintains an adequate supply of NA literature to meet the needs of the MHASC.
- B) Stocks and makes available review and approval-form literature.
- C) Serves as a communication link in all matters of literature between the groups, MHASC, Colorado Region, and the World Service Committee.
- D) Provides the forum and atmosphere where members may contribute to the development and creation of NA literature.
- E) Holds scheduled Subcommittee meetings
- F) Communicates and disburses all information to and from volunteers.
- G) Distributes Literature to all groups via MHASC meetings.
- H) Provides representation and participation in the MHASC.
- I) Elects and/or appoints members to fulfill the needs of the Subcommittee.
- J) Maintains an archive of all minutes.

The second addition defines the Structure of elected positions of the Literature Subcommittee and the qualifications and duties of those Servants. These came from other approved Subcommittee Guidelines of the MHASC and have been tailored to the Literature Subcommittee’s needs. The Secretary and Treasurer positions have been combined since the Treasurer does not keep a separate account from the MHASC:

III. Structure of elected positions:

The elected positions of the Subcommittee shall consist of a Chairperson, Vice-Chairperson, and Secretary/Treasurer. All positions, with the exception of the Chairperson, who is elected by the MHASC, are elected by the Subcommittee.

If an elected committee member becomes unable to discharge the duties of that position, a successor shall be named by the Chairperson and approved by the Subcommittee at the next business meeting. Should the Chairperson be unable to discharge the duties of that position, the Vice-Chairperson will automatically assume the position of the chairperson until the next MHASC meeting where a new Chairperson will be elected or appointed.

V. Qualifications and Duties of Elected Committee Members:

A. *Chairperson*: Elected by the MHASC and shall fulfill the MHASC requirements of a Subcommittee Chairperson. These responsibilities include:

1. Attends and provides written reports of all monthly activities and inventories at each MHASC meeting.
2. Announces and holds regularly scheduled Subcommittee meetings.
3. Prepares an agenda for and maintains order at each meeting.
4. Submits quarterly budgets for approval to the MHASC, one quarter in advance.
5. Elects or appoints other committee members as necessary.
6. Channels all funds to the Treasurer of the MHASC.

B. *Vice-Chairperson*: elected by the Subcommittee. Suggested clean time requirement of one year. Responsibilities to the Subcommittee include:

1. Assumes the duties of Chairperson in the case of Chairperson's absence.
2. If the office of Chairperson should become vacant, the Vice-Chairperson assumes the duties until a Chairperson is elected or appointed by the MHASC.
3. Works closely with the Chairperson to become familiar with all aspects of the Chairperson's responsibilities.
4. Responds to all inquiries of members relating to policy and procedure.

C. *Secretary/Treasurer*: Suggested clean time requirement of one year. Responsibilities to the Subcommittee include:

1. Records minutes of all meetings of the Subcommittee and maintain archives of prior meeting minutes and related materials.
2. Copies and distributes minutes from Subcommittee meetings.
3. Keeps current records of all Subcommittee members including addresses, phone numbers, and e-mail addresses.
4. Attends all MHASC Meetings and assists the Chairperson with the money handling duties.

The third addition involves procedure for inventory management. The purpose of this section is to provide for accountability to the MHASC of funds and inventory:

VI. Procedure for Inventory Management

- The Subcommittee shall maintain a literature inventory of no less than \$4000.00 and no more than \$6000.00.
- The total of funds and inventory shall not exceed \$6000.00. When the value of the inventory and funds exceeds this amount, the excess funds will be available MHASC for general expenses.
- An accurate continuous inventory shall be kept at all times.
- Physical inventory shall be taken every June or upon the election of the new Subcommittee Chairperson and reported to the MHASC.

- An interim sample physical inventory of 10% of the fastest moving items shall be quarterly to check the accuracy of the continuous inventory.

The fourth and final section involves the 10% surcharge added to all orders. I have heard “rumblings” about this surcharge and what purpose it serves, so we have clarified it in the Guidelines:

Literature will add 10% to all orders. 6% goes to shipping, 4% goes to generate funds for the MHASC.

I will make the Literature Subcommittee Guidelines work in progress available in print or electronic form to any interested GSR’s upon request. We have determined it best to not distribute them to everybody in the interest of not creating added confusion. The final version will be available for the Groups to review prior to a vote to approve the final draft. If you or your Group has any concerns, you are free to express them at this meeting or attend our Guidelines Ad-Hoc Subcommittee meeting.

The next Guidelines Ad-Hoc Subcommittee meeting will be held on Saturday, December 17th, 1:00 P.M. at 8085 East Hampden Ave.

I have done nothing towards writing Training Guidelines with Carl.

Thank you for letting me be of service.

Dan A

Golden Group concerns were raised about stock on hand and value of it asked questions. There was a heated discussion slow moving items and value of inventory.

#Area Inventory--Jason had not done much on this yet, but said he will get on it.

9. Sharing Session

#Addicts Gifts for the Unity meeting, group felt this was not what they wanted.

Advised Activities to forget the gift idea, even if people want to donate them.

#Methadone Clinics.

Golden Group raised concerns about the wording with outreach and phone line, of singling out methadone clinics from others. Outreach was advised to change their wording.

10. Disbursement of Funds

HI not here no disbursement made

Larry D. \$17.07 for copies

Joann D. \$6.42

Tom \$7.98

11. New Business –Budgets

Outreach 3rd and 4th quarters \$25 per quarter passed
P.I. \$984 passed.

#CRCNA Liaison Nominations None was made.

Next Month Nominations for Literature Chair will be open.

#Talked about ideas for Prudent Reserve, 1 month budgets expenses, or maybe 50% of budget Proposal might be put forth.

Literature Guidelines for next month.

Group Reports

Ray of Light ... All is well...

. Surrender to Win. We had a great Thanksgiving Day Party, lots of fun in the fellowship. We had a lot of newcomers. We will be having a Holiday Potluck in conjunction with Uptown Steppers on Saturday December 18th at 5pm all are welcome. Bring a side dish. Keep it Simple, All is well. We have many residential treatment folks attending on a regular basis.

Continued Deflation. Steady as she goes.

Anonymous Group Broomfield Meeting place is closed because of mold.

Clean & Serene Reviewing of group guidelines to include new information on consensus based decision-making. We will not be holding our Friday Night Speaker meeting on Dec. 17th and 24th.

Uptown Steppers

Group is going strong, Up Town Steppers and Surrender to win are hosting a holiday party at 3315 Gilpin Saturday Dec. 18th / Potluck dinner from 5:00 pm to 7:15pm/ 7:15-8:16 meeting/dance music and fellowship from 8:15 to 11:00pm Everyone is welcome. Peace Out West... All is good, could use support.

Motion made by Golden group and second by Teresa to donate \$400.00 to the world service organization.

13.CLOSING LITERATURE REPORT, SEE Literature report.

14.Closing Treasurers Report 1117.96.

15.Adjournment at 5:30 pm.

Larry D.
Secretary

